

## Full-Day Preschool Assistant Teacher

<b>Department:</b>	Preschool
<b>Location:</b>	Kokomo, IN
<b>Employment Type:</b>	Part Time

**Position Responsibilities:** In partnership with full day preschool program parents, assist in the implementation of a developmentally appropriate Full Day Preschool program in compliance with state regulations. Adhere to all state child care licensing requirements. In partnership with parents, implement a developmentally appropriate center based program, based on the individual needs of assigned children. Follow and maintain daily routine and schedule while remaining flexible to individual factors that may alter same. Create a warm and accepting environment and atmosphere for children, parents, families, volunteers, community representatives and staff. Model appropriate language and behavior for children, volunteers and families. Ensure the safety of the children in assigned group, inspecting indoor and outdoor toys and equipment daily. Report any problems to the Teacher. Actively participates in parent involvement activities. Encourages parent involvement and parent participation in a variety of ways to include, but not be limited to, face to face, telephone and written contacts. Work as a classroom team to plan an environment and activities to meet the needs of assigned children. Perform all required documentation and reports and submit in a timely manner. Comply with regulatory health requirements, including: providing documentation of an annual physical within 30 days of hire and every two (2) years thereafter; and an annual TB test. Attend all meetings and training as required. Must be capable of meeting the physical needs of children served which includes but is not limited to lifting (up to 50 pounds), bending, kneeling, squatting, reaching, and twisting. Must be capable of holding and moving children to assist in various activities. Must be able to move and play with small children indoors and outdoors, including routine tasks such as diaper changing and feeding. Must be able to keep children within sight and sound at all times. Must be capable of attending local and out of state training as requested.

**Qualifications:** High School Diploma/GED required. CDA or equivalent preferred. Individuals who do not have at least a CDA must agree to enroll in a program leading to a CDA or equivalent. Must possess excellent oral and written communication skills. Bilingual in English/Spanish favorable. Experience in word processing/computers is preferred. Experience working with young children preferred. Must have or be able to obtain CPR and first aid certification annually and perform as necessary. Must be at least 18 years of age.